

TOWN OF DARIEN

ZONING PERMIT AND BUILDING PERMIT APPLICATIONS

In order to construct, alter, renovate, or perform other work on any commercial structure, residence, garage, storage building, pool, tennis court, deck and other structures, or to finish part of an attic or basement, Zoning and Building Permits are necessary. These permits must be obtained prior to the start of the work. To apply for the permits, the following information is to be submitted to the Planning and Zoning Office:

Prior to submitting a Zoning and Building Permit **to finish or refinish part of a basement or attic**, the property owner needs to call the Building Official to have them come to the property and confirm that it is possible to finish part of the basement or attic. An additional Zoning form will need to be included with the permit paperwork.

If the property is served by a **septic system or a well** (or if the project involves abandonment of septic or well) approval from the Health Department is required prior to submitting permit paperwork.

1. **The Zoning Permit application** (a white, pink and yellow carbonless, triplicate form) is available in the Planning Office (Room 211) or the Building Department (Room 212). State Statutes require that the Zoning Permit be obtained before the Building Permit is issued. Be sure to include name, address, e-mail address, and telephone number of someone the Town can contact if, during the review process, a problem is found.
2. **Two (2) green Building Permit applications are also needed.** This is available in either the Planning and Zoning Department (Room 211) or the Building Department (Room 212).
3. **Three (3) copies of a plot plan or survey map stamped by a CT licensed land surveyor illustrating the existing conditions and proposed changes.** The plan shall include: the name of the current property owner; address of the property; scale; lot size (area); dimensions of the lot boundaries; size and location of buildings and other structures; dimensions of front, side and rear yards; percentage of lot covered by structures; north arrow, wetlands and watercourses; easements; location sketch; and other appropriate information. Grading and drainage must be illustrated on the map. The plot plan or survey map shall generally be on a sheet 11" x 17" or larger, or it may be incorporated into the construction drawings. In the case of new construction or when the proposed work is within five feet (5') of the minimum required yard or setback, the plan must be prepared and certified by a licensed land surveyor. In cases of **interior renovation** of existing structures: a simple sketch of the lot and structure, with the area of the work highlighted, will facilitate the review process and record keeping; floor plans showing the existing and proposed work area and labeling the use of the spaces and other details shall be required.
4. **Three (3) copies of the construction drawings.** These drawings shall illustrate the existing conditions (if applicable) and how the proposed changes and construction will be performed in accordance with the Connecticut Basic Building Code. Building drawings must be fully dimensioned and drawn to scale. They shall show all proposed work including (as applicable) the following:
 - a. Foundation plan (walls and footings);
 - b. Floor plans indicating use of spaces, carrying beams, clear headroom for ceilings & beams, joist direction, size and span length;
 - c. Dimensions of doorways, windows and stairs;
 - d. Ceiling height for rooms, halls and stairs;
 - e. Elevation views;
 - f. Cross section through foundation, wall, ceiling and roof with all building components identified and sized;
 - g. Insulation placement and type, "R" value, with Res Check or equal;
 - h. Fire separations;
 - i. Smoke detectors and CO detection;
 - j. Basic information on plumbing, electrical fixtures, heating system and heat loss calculations;
 - i. For Commercial: ComCheck reports, insulation, lighting & equipment;
 - ii. For residential: 2009 ResCheck, Duct Blast, Blower; and
 - k. Other information that may be required.

(Certification by an engineer or architect is to be provided if required by Connecticut Basic Building Code and/or the Building Official. **Shear Wall plans for residential must be stamped by a Connecticut Engineer or Architect.**)

5. **For all commercial projects or work on structures not used as a single-family residence**, a **fourth** copy of both the plot plan and the construction plans shall be submitted by the applicant to the Office of the Fire Marshal (Room 117). Provide headsheet for all commercial projects showing use group, building type, occupant loads, path of travel to exits and engineer's stamped structural. A Building Permit will not be issued until Fire Marshal approval has been obtained.
6. A signed check payable to the "Town of Darien", for the Zoning Permit application fee. **Cash and credit cards are not accepted.** The Zoning Permit application fee is based upon the value of work as follows:

For applications with a total work value of \$79,999 or less.	\$80
For applications with a total work value ranging from \$80,000 to \$250,000.	\$160
For applications with a total work value of greater than \$250,000.	\$320
7. **Building Permit Fees** are based on the total amount of the proposed construction, including site work, drainage, dumpsters, appliances and cabinetry. The fee will be **\$10.00 per thousand** of the estimated total value of the construction. Your building permit may be re-evaluated at the end of the project if appropriate. See the formula on the second page of the Building Permit application. **Education fees are calculated at .26 per thousand dollars** of work and are to be included in the Building Permit Fee check. These education fees are submitted to the State of Connecticut for education seminars. The Building Department will inform you of the exact fee amount at the time the Building Permit is issued. **The Building Permit fee must be paid when the permit is picked up—credit cards are not accepted.**
8. **Include a copy of any relevant permits or approvals received** for the project from other Town Departments (e.g. sewer tie-in permit; septic system approval; wetlands permit; Business Site Plan or Special Permit approval; variance resolution from the Zoning Board of Appeals; Public Works Street Opening permit (for construction activity within the Town right-of-way); and State or Federal Agencies (e.g. CT Department of Transportation permit for work within State road right-of way, Army Corps of Engineers permit, etc.).
9. **Signed affidavit concerning proof of Workers' Compensation Insurance** is required by the Building Department. Section 31-2866 of the Workers' Compensation Act.
10. Clearances are needed from Tax Collector. This will be taken care of internally.

In accordance with State Statutes, the Zoning Enforcement Officer has 30 days in which to review and act upon the application. He can: approve it; approve it subject to certain conditions or requirements; deny it; determine that it is incomplete and return it; or request additional information. The review period varies depending on the workload and season, but is normally a week to ten working days for most projects. If the Zoning Permit is issued, the application and related materials are delivered to the Building Department for their review, and the Planning & Zoning Office will notify you via e-mail. The Building Department then has 30 additional days to review and act upon the application. If there is a problem or when the Building Permit is issued, the applicant or their representative will be contacted by the Building Department.

No demolition or construction work may take place until the actual Building Permit is picked up from the Building Department and prominently posted on the subject premises.

Various inspections will be required during construction. The Permittee must review the inspection card issued with the Building Permit and call the Building Department when ready for an inspection. Construction may not continue until the specified work item has passed inspection.

When all work is completed in accordance with the approved permit, and prior to occupying or using the structure, the Permittee must obtain a Certificate of Zoning Compliance and a Certificate of Occupancy or Certificate of Compliance whichever is applicable.

Town of Darien
Building Department / Planning and Zoning Department